



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

July 10, 2014

Donna Evans  
410 Butternut St  
Maquoketa, IA 52060

Dear Child Care Provider,

This letter is in regards to the 7/8/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. This is because of missing items on the checklist.

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

**This needs to be posted upstairs while you are not able to use basement. When the flood damage is cleaned up and repaired you need to return to doing childcare in the basement due to your square footage.**

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone. **This needs to be posted upstairs while you are not able to use basement. When the flood damage is cleaned up and repaired you need to return to doing childcare in the basement due to your square footage.**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

☐ 110.5(1) Is free from contamination by drainage or ponding of sewage, household waste, or storm water. **Work will be completed on the yard to decrease the chance of flooding in the basement. You need to make sure to carefully supervise the children while the yard work is done.**

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. **You need to add a sign to the egress window.**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. **You need to document due to missing June's documentation.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes **You need to document due to missing June's documentation.**

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov). **You need to add a sign to the egress window.**

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. **Daisy needs her shots and the plan is she will have them this month.**

☐ 110.5(1)r If not fenced, both in and aboveground pools must have a cover that meets or exceeds ASTM standards when not in use. **Provider now has a pool. I have sent you information on the pool. As the pool is only 3 foot deep, you do not need rescue equipment, but you need to provide careful supervision. Provider must also get a cover or a fence built around the pool. As the pool has a filter, it is considered an above ground pool not wading pool.**

☐ 110.5(1)r Fence for aboveground pool is four feet above sidewalls of pool. Height of pool walls not included in measurement.

☐ 110.5(1)s If children use above ground or in-ground swimming pools:

☐ 110.5(1)s Written permission from the parents is on file. **Kathy will be bringing you new forms for your files. The children should not be using the pool until the forms are signed by the parents.**

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396. **I scanned the forms to the registration unit today. You should not be using an assistant until she is approved.**

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(8) Children's Files. **I am attaching a copy of the form I used so you have the children's name and what is needed. As we discussed your current forms are old and are lacking some information, Kathy Richmond, CCRR will be bringing you new forms and you agreed to have all the parents complete a new packet so it is all up to date and meets requirements.**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after 9/1/14.

Please do not hesitate to contact me at DHS, if you have any questions regarding this letter.

Sincerely,

*Glenda Currier*

Glenda Currier, SW II, Childcare Specialist, [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us)

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

***MACHELLE PEZLEY***

Machelle Pezley

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral.

For Jackson & Clinton County: CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220, Fax: 563-243-7331

Kathy Richmond, [krichmond@iacommunityaction.org](mailto:krichmond@iacommunityaction.org) Child Care Consultant, CCRR

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).